

BRICK SLIPS AND BRICK-FACED PANELS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Substrate, adhesive, set-out and pointing to the system data sheet · one sheet per elevation

KD-QA-BM-007 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	ELEVATION / PANEL GROUP	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

SLIP / PANEL DRAWINGS AND REVISION	SLIP SYSTEM (PRODUCT / BACKER / ADHESIVE)	SUBSTRATE AND ITS PREPARATION (DATA SHEET)
POINTING MORTAR / GROUT SPECIFIED	MOVEMENT JOINT POSITIONS AND WIDTH (DRAWING)	SAMPLE PANEL REF (KD-QA-SYS-004)

3. Materials on site

HOLD POINT

Bricks, blocks and specials are the products the specification names — type, strength, density and colour; the material approval on KD-QA-SYS-005 referenced Spec

Mortar is the designation or strength class the specification names for this element; site-batched mortar gauged by box, not shovel; ready-mixed mortar used within the time on the tub BS 8000-3 · Spec

Units stored off the ground and covered; blocks kept dry — wet blocks shrink and crack the wall BS 8000-3

Ties, DPC, trays, weeps, closers and insulation are the products specified, with batch numbers recorded Spec · TDS

UNIT TYPES / BATCH OR DELIVERY REFS	MORTAR DESIGNATION / SUPPLIER REF
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S) Date/time on photo
SUB SELF-CHECK — INITIALS DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

4. Substrate and backer

HOLD POINT

Substrate is the one the system data sheet qualifies, flat within the data-sheet tolerance, clean, dry and primed where the data sheet requires; backer boards or rails fixed at the centres and with the fixings the data sheet states TDS

Cavity barriers and fire-stopping behind the system in place and photographed as KD-QA-CL-002 where the system is part of an external wall build-up Approved Document B

RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S) Date/time on photo
SUB SELF-CHECK — INITIALS DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

5. Adhesive and fixing

HOLD POINT

Adhesive is the product in section 2 applied at the bed thickness and coverage the data sheet states — solid bed, no dot-and-dab unless the data sheet allows; open time respected TDS

Slips pressed home with full contact — a sample removed at the frequency the specification states shows full adhesive coverage; mechanical fixings where the data sheet requires them at height TDS · Spec

SLIPS REMOVED / COVERAGE FOUND	
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S) Date/time on photo
SUB SELF-CHECK — INITIALS DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

6. Setting out and joints

HOLD POINT

- Courses set out to the gauge and bond on the drawing so slips line through with adjacent brickwork and openings; joints of the width in section 2 — measured Drawing
- Movement joints at the positions and width in section 2, continuous through the slips and the backer, sealed as the data sheet states TDS · Drawing

RESULT ☐ Pass ☐ Fail ☐ N/A ☐ NCR REF IF FAIL ☐ PHOTO REF(S) ☐ Date/time on photo

SUB SELF-CHECK — INITIALS DATE HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

7. Pointing and finish

CHECK & RECORD

- Pointed with the product in section 2 after the adhesive has cured for the data-sheet period; joints full, finished to match the sample panel; no adhesive on the face TDS
- Viewed from 3 m in daylight against the sample panel; lippage between slips within the data-sheet figure Spec

RESULT ☐ Pass ☐ Fail ☐ N/A ☐ NCR REF IF FAIL ☐ PHOTO REF(S) ☐ Date/time on photo

SUB SELF-CHECK — INITIALS DATE

8. Conditions — every day

CHECK & RECORD

- No laying when the air temperature is below 3 °C and falling, or on frozen units or mortar; no laying in heavy rain; readings on KD-QA-SYS-006 BS 8000-3
- New work covered at the end of every shift and during rain — top of the wall protected from saturation and from frost for the period the specification states BS 8000-3 · NHBC 6.1

DATE AIR °C GO / POSTPONE / PROTECTION USED

RESULT ☐ Pass ☐ Fail ☐ N/A ☐ NCR REF IF FAIL ☐ PHOTO REF(S) ☐ Date/time on photo

SUB SELF-CHECK — INITIALS DATE

9. Protection of finished masonry

CHECK & RECORD

- Facework protected from mortar splash, scaffold splash and staining — boards at scaffold level, sills and copings covered; mortar snots removed the same day BS 8000-3
- No cleaning with acid unless the specification allows it and the data sheet names the product; a trial area agreed first Spec · TDS

RESULT ☐ Pass ☐ Fail ☐ N/A ☐ NCR REF IF FAIL ☐ PHOTO REF(S) ☐ Date/time on photo

SUB SELF-CHECK — INITIALS DATE

10 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

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continued

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NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

11 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

13 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

14 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.